



# Request for Quote

Page 1 of 2

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
ONE CAPITOL HILL  
PROVIDENCE RI 02908

CREATION DATE : 15-FEB-11  
BID NUMBER: 7448276  
TITLE: PHOTOGRAPHERS (MPA #214)

BLANKET START : 01-APR-11  
BLANKET END : 31-MAR-14  
BID CLOSING DATE AND TIME: 15-MAR-2011 11:15:00

BUYER: Cowell Jr, John A  
PHONE #: 401-574-8114

**B  
I  
L  
L  
T  
O**  
MASTER PRICE AGREEMENT  
SEE BELOW  
RELEASE AGAINST, RI MPA  
US

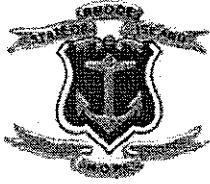
**S  
H  
I  
P  
T  
O**  
MASTER PRICE AGREEMENT  
SEE BELOW  
RELEASE AGAINST, RI MPA  
US

Requisition Number:

Note to Bidders: BLANKET REQUIREMENTS:  
4/1/11 - 3/31/14

Line	Description	Quantity	Unit	Unit Price	Total
1	MPA-214 - 4/1/11 - 3/31/14 - RATE SHOOTING FEES, PER HOUR PER DAY 6 AM - 6 PM	1.00	Hour		
2	MPA-214 - 4/1/11 - 3/31/14 - RATE SHOOTING FEES PER HOUR PER EVENING/HOLIDAY	1.00	Hour		
3	MPA-214 - 4/1/11 - 3/31/14 - RATE SHOOTING FEES, PER HOUR PER HOUR PER WEEKEND (SATURDAY OR SUNDAY)	1.00	Hour		
4	MPA-214 - 4/1/11 - 3/31/14 - RATE SHOOTING FEES, PER EVENT - E G FOOTBALL, BASKETBALL, GYMNASTICS	1.00	Each		
5	MPA-214 - 4/1/11 - 3/31/14 - PRINT RATES - BLACK & WHITE PRINTS 2" X 3"	1.00	Each		
6	MPA-214 - 4/1/11 - 3/31/14 - PRINT RATES - BLACK & WHITE PRINTS 4" X 5"	1.00	Each		
7	MPA-214 - 4/1/11 - 3/31/14 - PRINT RATES - BLACK & WHITE PRINTS 4" X 6"	1.00	Each		
8	MPA-214 - 4/1/11 - 3/31/14 - PRINT RATES - BLACK & WHITE PRINTS 5" X 7"	1.00	Each		
9	MPA-214 - 4/1/11 - 3/31/14 - PRINT RATES - BLACK & WHITE PRINTS 8" X 10"	1.00	Each		
10	MPA-214 - 4/1/11 - 3/31/14 - PRINT RATES - COLOR PRINTS 2" X 3"	1.00	Each		
11	MPA-214 - 4/1/11 - 3/31/14 - PRINT RATES - COLOR PRINTS 4" X 5"	1.00	Each		
12	MPA-214 - 4/1/11 - 3/31/14 - PRINT RATES - COLOR PRINTS 4" X 6"	1.00	Each		
13	MPA-214 - 4/1/11 - 3/31/14 - PRINT RATES - COLOR PRINTS 5" X 7"	1.00	Each		
14	MPA-214 - 4/1/11 - 3/31/14 - PRINT RATES - COLOR	1.00	Each		

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer



# Request for Quote

Page 2 of 2

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
ONE CAPITOL HILL  
PROVIDENCE RI 02908

BUYER: Cowell Jr, John A  
PHONE #: 401-574-8114

CREATION DATE : 15-FEB-11  
BID NUMBER: 7448276  
TITLE: PHOTOGRAPHERS (MPA #214)

BLANKET START : 01-APR-11  
BLANKET END : 31-MAR-14  
BID CLOSING DATE AND TIME: 15-MAR-2011 11:15:00

B  
I  
L  
L  
T  
O  
MASTER PRICE AGREEMENT  
SEE BELOW  
RELEASE AGAINST, RI MPA  
US

S  
H  
I  
P  
T  
O  
MASTER PRICE AGREEMENT  
SEE BELOW  
RELEASE AGAINST, RI MPA  
US

**Requisition Number:**

Note to Bidders: BLANKET REQUIREMENTS:  
4/1/11 - 3/31/14

Line	Description	Quantity	Unit	Unit Price	Total
	PRINTS 8" X 10"				
15	MPA-214 - 4/1/11 - 3/31/14 - TEAM PHOTOS - ALL INCLUSIVE (SHOOTING, CD PROCESSING) 3 (8 X 10) PRINTS	1 00	Each		
16	MPA-214 - 4/1/11 - 3/31/14 - STROBE SET-UP	1 00	Each		
17	MPA-214 - 4/1/11 - 3/31/14 - CD FORMATTED FOR DIGITAL JPEG, TIFF OR RAW PRICE TO INCLUDE THUMBNAIL PAGES AND CD	1 00	Each		
18	MPA-214 - 4/1/11 - 3/31/14 - SPECIAL PROCESSING IE SPECIFIED CROPPING OR ENLARGEMENT PRICE PER HOUR	1 00	Hour		

Delivery: \_\_\_\_\_

Terms of Payment: \_\_\_\_\_

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer.

**Freelance Photographers specifications for all State Agencies including Communications & Marketing, Publications, Alumni Associations, Athletics and other departments as needed.**

**Basic Function**

Serve as a freelance photographer. Ability to provide digital files on CD with Quickshow or Slideshow preview or black and white, color prints and color slides and other difficult photographic work where retakes are seldom possible, as assigned by and for unlimited use in print and online by all State Agencies, including the URI Department of Communications & Marketing, Publications, Alumni Association, Athletics and other departments as needed.

**Vendor shall not bill more than one shooting fee for attendance at any assignment regardless of the number of departments that may use the photography, products or services authorized by this agreement.**

Vendor will sign a release giving permission to the State of Rhode Island and agencies and related associations/organizations to reproduce prints as needed for distribution to members of said associations/organizations

**Essential duties and responsibilities**

Photograph assigned events and people related to the various State Agencies including the State's University and Colleges for use by the Departments of Communications & Marketing,, Publications, Alumni Association, Athletics and other departments as needed.

Photographer to have the capability of providing digital, jpeg, tiff, or Raw files of selected or all shots from assignments in an output resolution of 300 dpi for a full frame image at actual size of 8" x 10 ". Specified cropping or enlargement for selected images may be requested. Digital files to be provided to the department of agency assigning the shoot on CD with Quickshow or Slideshow.

Skilled technical work involving color or black and white print processing of shots may also be requested. To utilize a wide variety of digital cameras, film, lenses and other photographic, lighting equipment as necessary to obtain optimum results in diverse situations. To determine camera angle, focus, shutter speed, lens setting, correct light filter and exposure time. Get identification of each person photographed with correct spelling of name and hometown.

Provide quick turn around (in some cases same day or 24 hour turn around) on digital, RAW, jpeg or tiff files of selected or all shots from assignments for use by all State Agencies including the Communications & Marketing Departments , Publications, Alumni Association ,Athletics and other departments as needed or as specified.

Availability schedules are required with bid submittal.

**Other duties and responsibilities:**

Maintain records of photo shots and photos for a period of five (5) years, regardless of award renewal with the State of Rhode Island. Supply the State Agencies including Departments of Communications & Marketing, Publications, Alumni Associations, Athletics and other departments as needed with required images from those files when necessary.

**Qualifications:**

- 2 years professional experience
- Strong background as a professional commercial photographer.
- Must be able to do commercial photography, portraiture and photo journalism.
- Must have knowledge of digital, color neg, color reversal and black and white films.
- Must be able to operate copy stand to process copy negative work and provide black and white prints from color slides.
- Must possess thorough knowledge of location and studio lighting techniques.
- Must have good communication and interpersonal skills

Must have pager or cell phone. Vendor must be accessible via a cell phone or pager at all times as provided for in their completed availability schedule.

Vendor must furnish all labor, materials and equipment.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

These specifications in no way state or imply that these are the only duties to be performed by the freelance photographer providing services. Freelancers may be required to perform other job-related duties requested.

Multiple awards may be made in the best interest of the State. In addition, vendor selection by the State Agencies for a particular job will be dependent upon quality/type of work, rates (i.e. shooting fees - day, evening, holiday and weekend fees, processing and printing), and availability of photographer.

Interested bidders must submit three (3) samples of photography work from a variety of sources, including newspapers, magazines, and brochures. In addition, photographers may include their website address for any sample photography work that the agencies could view online.

Regarding availability schedules, State Agencies must be notified at least one week in advance of vacations and any time vendor is not available for work.

## Contract Terms and Conditions

### Table of Contents

Terms and Conditions.....	IX
BID STANDARD TERMS AND CONDITIONS .....	IX
TERMS AND CONDITIONS FOR THIS BID .....	IX
INSURANCE REQUIREMENTS .....	IX
MULTI YEAR AWARD .....	IX
DELIVERY PER AGENCY .....	IX
AWARD .....	IX
PURCHASE AGREEMENT BID .....	IX

## **Terms and Conditions**

### **BID STANDARD TERMS AND CONDITIONS**

#### **TERMS AND CONDITIONS FOR THIS BID**

#### **INSURANCE REQUIREMENTS**

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: \* PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. \* BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. \* SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. \* ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. \* VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

#### **MULTI YEAR AWARD**

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

#### **DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY

#### **AWARD**

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.

#### **PURCHASE AGREEMENT BID**

**BIDDING** (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordered during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F O B destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.